



## Office of Field Services District Monthly Activity Organizer

Month	Activities
<b>July</b>	<ul style="list-style-type: none"> <li>• Submit Title I School Selection (TISS) Application &amp; Consolidated Application (CA) in substantially approvable form to receive July 1 obligation date</li> <li>• Ensure the District Improvement Plan/Single Building District Improvement Plan (DIP/SBDIP) has been submitted in ASSIST</li> <li>• Submit Program Evaluation using Michigan Department of Education's (MDE) Evaluation Tool</li> <li>• Submit Title I, Part D applications &amp; formal agreements</li> <li>• View posted Regular Year Migrant Allocations</li> <li>• Expect review of new homeless grant applications and Fiscal Agents determined</li> <li>• Submit Section 31a Program Report in MEGS+</li> </ul>
<b>August</b>	<ul style="list-style-type: none"> <li>• Modify TISS/CA as required for an early approval date</li> <li>• Collaborate to form Title III consortia agreements</li> <li>• Declare Homeless consortia decisions; final awards posted on OFS website</li> <li>• Submit final Summer Migrant Amendments</li> <li>• Post Annual Education Report and cover letter on your website</li> <li>• Notify parents of their "Right to Know"</li> <li>• Notify parents of Priority or Focus school designation</li> <li>• Inform staff of Employee Time Certification and Personnel Activity Reports</li> <li>• Inform staff of procedures to document delivery of Title I services – Activity Log</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>• Submit School Improvement Plan (SIP) via ASSIST (State legislated due date)</li> <li>• Expect review of TISS &amp; CA submitted in May in substantially approvable form</li> <li>• Implement approved supplementary programs</li> <li>• Declare Title III consortia agreements - deadline</li> <li>• Note posting of final Title I, Part D allocations -no preliminary allocations posted</li> <li>• End Summer Migrant Application project operations</li> <li>• Begin Title I services for identified private school students; obtain list of newly enrolled students who meet eligibility criteria</li> <li>• Initiate professional development and parent involvement activities for the private schools, based on previous spring's consultation</li> <li>• Notify parents of students eligible for Title I services</li> <li>• Hold Title I Annual Meeting; share AER</li> <li>• Review with parents the School Parent Involvement Policy</li> <li>• Establish criteria and procedures for Title I progress monitoring and program evaluation</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• Take notice of OFS announcement to Local Educational Agency (LEA) to complete Title I Comparability Worksheets</li> <li>• Note availability of the Final Expenditure Report (FER) in the Cash Management System (CMS) - all grants</li> <li>• Note MDE posting of estimated allocations for Section 31a</li> <li>• Note MDE posting of the final Title III allocations</li> <li>• Continue frequent consultation with private schools regarding implementation</li> </ul>

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	<ul style="list-style-type: none"> <li>and monitoring of current year services and fiscal responsibilities</li> <li>• Begin planning for next year's private school consultation cycle</li> <li>• Provide parents of children participating in Title I programs information about these programs and the opportunity to request meetings</li> <li>• Notify parents of an LEP child identified to receive supplemental services</li> <li>• Free/reduced price lunch count due</li> <li>• Prepare staff to share Parent-School compact during Parent/Teacher conferences</li> <li>• Review and verify Registry of Educational Personnel (REP ) data</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• Submit Registry of Educational Personnel (REP) early, to complete comparability worksheets which are due early December</li> <li>• Note MDE posting of final allocations; amendment window opens; determine adjustments needed to budgets including carry over; plan for summer school</li> <li>• Submit original TISS/CA or funding may be lost</li> <li>• Evaluate supplementary programs and DIP/SBDIP/SIP – December to March</li> <li>• Submit FER – deadline for all grants, including Homeless and Summer Migrant Applications. Once certified in CMS, carryover incorporated into CA. Reminder to include private schools in additional funding and in carryover (check FER for 371 and 331 codes for private schools)</li> <li>• Submit Homeless year-end report and data; due in MEGS+ by November 1</li> <li>• Begin to plan completion of EdYes! Self-Assessment in ASSIST</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>• Submit Title I, Part A Comparability Certification; due in MEGS+</li> <li>• Evaluate existing supplementary programs and DIP/SBDIP/SIP</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>• Submit all Amendments in CA - deadline</li> <li>• Send letters of invitation to Private Schools</li> <li>• Collect Semi-annual certifications</li> <li>• Begin School Data Analysis for the Comprehensive Needs Assessment</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>• Begin process for DIP/SBDIP/SIP</li> <li>• Check on Private School status</li> <li>• Note MDE posting of Summer Migrant Application &amp; final allocations</li> <li>• Search research-based interventions to address student needs</li> <li>• Identify professional development needs</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• Evaluate data to determine effectiveness and impact on student achievement</li> <li>• Complete consultation between LEAs and Private Schools to ensure equitable education services to Private School students</li> <li>• Complete the annual revision of SIP; recommended target date</li> <li>• View Summer Migrant Application; live in MEGS+</li> <li>• Assess effectiveness of current year's program; modify next year's program</li> <li>• Meet with private school officials to review timeline and consultation process in preparation for the next school year</li> <li>• Discuss poverty data, estimated instructional funds, services needed, effectiveness measurements in preparation for the next school year</li> <li>• Obtain poverty data on private school students</li> <li>• Prepare Annual Report of English Language Proficiency for LEP students</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>• Attend MDE program planning guidance and workshop opportunities</li> <li>• Submit School Process Rubric (SPR) 40, 90, School Data Analysis (SDA) in ASSIST SDA data (changing because SIF are changing)</li> <li>• Complete DIP/SBDIP; recommended target date</li> </ul>

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	<ul style="list-style-type: none"> <li>• Complete draft budget of school and LEA-level Federal programs; recommended target date</li> <li>• Complete evaluation of one initiative using the MDE Program Evaluation Tool</li> <li>• Complete &amp; submit Section 31a applications; for Local Educational Agencies (LEAs), Public School Academies (PSAs), and Education Achievement Authority (EAA) that did not receive 31a funds in the past</li> <li>• Determine professional development and parent involvement needs of private school teachers and families</li> <li>• Obtain written affirmation from private school officials that timely and meaningful consultation has occurred; complete consultation for next year prior to LEA submitting its TISS &amp; CA. (April/May)</li> <li>• Submit EdYES!</li> <li>• Involve building staff in decision making to develop new Title I school budget</li> </ul>
May	<ul style="list-style-type: none"> <li>• View MDE posting of estimated program allocations on OFS website; TISS &amp; CA opens in MEGS+</li> <li>• Complete all Federal program planning for the next year</li> <li>• Submit TISS &amp; CA in substantially approvable form to receive review/approval by Sept 3<sup>rd</sup> &amp; July 1 obligation date</li> <li>• View Homeless Grant Application live in MEGS+; invitations sent to join a consortium</li> <li>• Submit Summer Migrant Application</li> <li>• View Section 31a Program Report live in MEGS+</li> </ul>
June	<ul style="list-style-type: none"> <li>• Begin supplementary summer programs; regular school year closes</li> <li>• Submit Homeless Grant Application in MEGS+</li> <li>• Begin early Summer Migrant programs; final applications reviewed/approved</li> <li>• Submit DIP/SBDIP by the end of June. With this and a July 1 TISS/CA submission allows for a July 1 obligation date</li> <li>• Submit McKinney-Vento Progress Report in MEGS+ by June 30</li> <li>• Collect 2<sup>nd</sup> semester Semi-annual certifications</li> </ul>